

Procedure for Termination

A termination should be processed when a student's job is ending prior to the originally scheduled end date. (The system will automatically terminate a job when the scheduled end date is reached.)

NOTE: A termination will only terminate the **selected job** for the student. It will **not** terminate the student from the Student Employment payroll level (identified as the SE level). To terminate a student from the SE payroll level, (usually done when a student employee has graduated and is being hired into a staff position -- payroll levels CR, OT, MD or FY--) you should send an e-mail to the Student Payroll Manager requesting the employee be terminated from the SE level.

1. Log onto the Business Link.
2. Select Student Employment from the Business Link menu.
3. Select *Terminations* from the Job Maintenance Functions menu.
4. Enter your Mail Code
5. Enter the student's I.D. Number
6. Enter the year and semester you wish to terminate the job from.
7. Click on submit.



The screenshot shows a web browser window titled "Student Employment Office - Windows Internet Explorer". The address bar contains the URL: http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_job_term_list.pl. The page content includes the following elements:

- Header: "Boston University Business Link Student Employment" with a "logoff" link.
- Section Title: "STUDENT EMPLOYMENT JOBS TERMINATION"
- Instruction: "** PLEASE ENTER INFORMATION BELOW, THEN 'SUBMIT' **"
- Form Fields:
 - "Enter Mail Code:" with a text input field containing "sem01".
 - "Student ID:" with a text input field containing "U" followed by a redacted area.
 - "Semester:" with a dropdown menu set to "FALL".
 - "Student Name:" with a text input field.
 - "Year:" with a text input field containing "07".
- Submit Button: A button labeled "Submit".

The browser's status bar shows "Done" and "Internet". The Windows taskbar at the bottom displays the Start button, several icons, and the system clock showing "11:41 AM".

8. A list of all hourly and/or monthly paid jobs currently held by the student within your mail code, for the select semester, will appear.
9. Click in the box to the left of the job you wish to terminate.
 - A. From the scroll down menu, select the appropriate month.
 - B. From the next scroll down menu, select the appropriate day. For hourly paid jobs the termination date must be a Sunday date. **Note:** If you terminate a monthly job prior to the last day of the month, the student will not be paid for that month. The student payroll system does not issue partial month payments.
 - C. From the next scroll down menu, select the appropriate year.
10. Select the appropriate reason code for termination. For any job being terminated due to misconduct, you will need to submit a written explanation the Student Payroll Office.
11. Review the information you have entered. Make any necessary changes or click update. Once you click update and information is accepted, the following message will appear ****JOB _____ WAS TERMINATED. SELECT ANOTHER JOB OR ENTER NEW STUDENT INFO.****
12. You can now:
 - a) Exit the screen by clicking on STUDENT EMPLOYMENT located at the top of the screen.
 - b) Select another job to be terminated for the same student, or
 - c) Enter a new student ID number, semester and year to start the termination process again.



Student Employment Office - Windows Internet Explorer

BU http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT EMPLOYMENT JOBS TERMINATION

Enter Mail Code: SEM01

Student ID: U [REDACTED] Student Name: [REDACTED]

Semester: FALL Year: 07

Select only one job to be terminated. Enter Termination Date, Reason Code then

Select	Job Number	Title	Rate	Unit Dept Object Source	Term Date	Reason Code
<input checked="" type="checkbox"/>	B30100	Accounting Clerk	8.25	015240 0908	Nov 18 / 2007	Promotion
<input type="checkbox"/>	B40100	Accounting Clerk	8.75	015240 0908	month / day / year	Select

Done Internet 100%

start Microsoft... Internet... Procedure fo... 11:42 AM

Student Employment Office - Windows Internet Explorer

BU http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT EMPLOYMENT JOBS TERMINATION

**** JOB B30100 WAS TERMINATED. SELECT ANOTHER JOB OR ENTER NEW STUDENT INFO.****

Enter Mail Code: SEM01

Student ID: U [REDACTED] Student Name: [REDACTED]

Semester: FALL Year: 07

Select only one job to be terminated. Enter Termination Date, Reason Code then

Select	Job Number	Title	Rate	Unit Dept Object Source	Term Date	Reason Code
<input type="checkbox"/>	B30100	Accounting Clerk	8.25	015240 0908	Nov 18 / 2007	Promotion
<input type="checkbox"/>	B40100	Accounting Clerk	8.75	015240 0908	month / day / year	Select

Done Internet 100%

start Microsoft... Internet... Procedure fo... 11:43 AM